



TAB

JUSTIFICATION OF PROPOSED T/O FOR TRANSPORTATION DIVISION
(Includes Duties and Responsibilities of New Positions)

- 25X1A9a 1. To overcome the weaknesses in the Transportation Division, as pointed out by [REDACTED] Staff Study, (Tab B) the proposed T/O has been prepared. Before this T/O was formulated, the Planning Staff of the Procurement and Supply Office, in conjunction with members of the Transportation Division, made a careful analysis and study of the existing Transportation organization and problems, as well as transportation offices in other Government agencies with activities similar to those of this Agency. While the proposed T/O approximately doubles the present personnel, it is considered that this is the minimum personnel necessary to properly and efficiently operate a Transportation Division which will answer the ever-expanding transportation needs and problems of this Agency.
2. As is apparent from the proposed T/O, (Tab C) the majority of the requested additional slots are to provide either top-flight transportation personnel or to provide personnel necessary for the adequate staff support for the personnel engaged in obtaining reservations for travelers or obtaining space for the transportation of household effects and materiel, and to have an adequate control of the progress and status of all personnel and cargo movements.
3. The requested Division Chief, Branch Chiefs and Section Chiefs are to provide experienced transportation and supervisory personnel, and it appears that their duties are such as to require no specific elaboration.
4. The Movement Control Officer, Traffic Officer, Traffic Contact Officer, Statistician and Administrative Assistant are to provide the necessary support and control, and as these are new classifications in the Transportation Division the following brief explanation of their duties and responsibilities is set forth below:
- a. Movement Control Officer. To control and to be familiar at all times with the location of the movement of personnel, household effects, and cargo from the time of receipt of travel order or shipping orders in the Division, to delivery at the destination. To arrange for transportation over the most direct and economical route in accordance with Government and Agency Regulations. In addition, to talk with the traveler, his dependents or operational offices in connection with the movement.
 - b. Traffic Officer. To confer with operational offices regarding contemplated movement of personnel or materiel and to advise them regarding methods of transportation, best routes and the estimated cost by various mediums of transportation, i.e., air, rail, and water. This requires an individual familiar with both domestic and foreign tariffs, and is necessary in order

that the operational units can arrange their finances to have funds available for contemplated movements.

c. Traffic Contact Officer. Will contact carriers regarding special and rush operations. Contact and arrange for secret clearance of additional carriers. Perform special assignments and, in case of emergency, substitute for or assist the personnel obtaining reservations and space.

d. Administrative Assistant. Will be responsible for all the administration of the Division, including the time sheets, payroll, and other matters of a similar nature, and to relieve the Chief of the Division of the many routine administrative functions.

e. Statistician. Will be responsible for the gathering of information and data from which he will prepare current and adequate reports showing the volume of business and other statistical information about the Transportation Division.

5. The proposed T/O in the Movement Branch also requests four additional Traffic Officers, two additional Traffic Clerks, and one additional Clerk Typist. It is our opinion that this personnel, plus the proposed additional supervisory and support personnel, is necessary and justified on the basis of the following facts on increased workload:

25X9A2 a. During the 12 months ended 30 June 1952, the Movement Branch Personnel Section of the Transportation Division, moved

25X9A2 b. During the five months ended 30 June 1952, the Movement Branch, Cargo Section, obtained space for 1,076 shipments of materiel, and [redacted] shipments of household effects.

25X9A2 c. During the 12 month period, the number of travelers moved increased from [redacted] in July 1951 to [redacted] in June 1952, an increase of [redacted] or 63%. 25X9A

25X9A2 d. During the five month period ended 30 June 1952, the number of space requests for both cargo and household effects increased from [redacted] in February 1952 to [redacted] in June 1952, an increase of [redacted] or 82%. 25X9A2

e. During the 12 month period ended 30 June 1952, the personnel responsible for movement of employees and dependents increased from 9 to 10, an increase of 1 or 11%.

6. The Highway Branch, which will be responsible for Agency trucks, drivers and movements of materiel, which was formerly handled by the

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Motor Pool, was transferred to the Procurement and Supply Office with no administrative or supervisory personnel, and no maintenance or repair personnel. In order that the movement of materiel may be carried on efficiently and with due regard to safety and security, the proposed T/O requests a Chief, seven slots for the Supply and Records Section, a Chief of the Operations Section, and a Dispatcher or Superintendent of Operations. As these are standard classifications, it is not believed necessary to elaborate on their functions.

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7. In addition, the proposed T/O requests [REDACTED] additional Truck Drivers, which are necessary to take care of our ever-increasing truck business, and [REDACTED] Mechanics and [REDACTED] Mechanics Helpers to provide for the necessary maintenance of our trucks.

8. It is also pertinent to point out at this time that, since the volume of sensitive materiel being purchased is increasing, this increase will be an additional burden on the trucking operations of the Agency.

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